OMB BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0512. The time required to complete this information collection is estimated to average 60 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

#### **FY 2008 SPECIAL PROJECT GRANTS**

# REQUEST FOR APPLICATIONS FOR CONCEPT PAPER DEVELOPMENT GRANTS (APPLICATION B)

## Applications Must Be Received by Thursday, April 3, 2008

#### **Submit Applications to:**

Veronica G. Ferrell, Grants Officer Food and Nutrition Service, USDA Grants Management Division WIC Special Project Grants 3101 Park Center Drive, Room 738 Alexandria, VA 22302

**Intent to Submit Forms** Should be Received by Wednesday, March 5, 2008

# SPECIAL SUPPLEMENTAL NUTRITION PROGRAM FOR WOMEN, INFANTS, AND CHILDREN (WIC)

### FY 2008 SPECIAL PROJECT GRANTS REQUEST FOR APPLICATION (RFA) CONCEPT PAPER DEVELOPMENT

#### INTRODUCTION

The USDA Food and Nutrition Service (FNS) expects to have approximately \$500,000 in fiscal year (FY) 2008 funds available for Special Project Grants to WIC State agencies. Grant funds will be available only to the 90 WIC State agencies responsible for administering WIC in the States, Territories, and Indian Tribal Organizations (ITOs).

There are two types of WIC Special Project Grants: Full Grants and Concept Paper Development Grants. This RFA (Application B) is for Concept Paper Development Grants only. A separate RFA (Application A) is available for States planning to submit a proposal for a Full Grant.

Up to \$100,000 in FY 2008 funds will be used to develop concept papers into Full Grant proposals for submission for the FY 2009 WIC Special Project Grants application cycle, pending availability of funds. Up to five (5) grants of \$20,000 each will be awarded to State agencies by September 30, 2008. The actual number of concept paper awards will depend on the quality of the application(s), the availability of funds, and how much of the FY 2008 funds will be used to fund the FY 2008 WIC Special Project Full Grants.

FNS reserves the right to cancel this RFA in whole or in part if funds are not available.

Two focus areas have been established for Concept Paper Development Grants this year. They are:

- 1. Revitalizing Quality Nutrition Services in WIC (RQNS) through a Focus on the Impacts of Upcoming Changes in WIC Food Packages, and
- 2. Revitalizing Quality Nutrition Services in WIC (RQNS) through a Process Evaluation for a Breastfeeding Training Model

Details on the focus areas are contained in Attachment 1. A grant proposal must address one--and only one--of the two designated focus areas. State agencies may not submit more than one proposal for a Concept Paper Development Grant, although they may submit applications for both a Concept Paper Development Grant and a Full Grant in the same year for different projects.

The following steps outline the process of applying for FY 2008 Concept Paper Development Grants:

- State agencies are requested to submit an "Intent to Submit an Application" form to FNS by March 5, 2008, indicating the focus area they have selected.
- State agencies must submit their applications for FY 2008 Concept Paper Development Grants by April 3, 2008.
- The most promising concepts will be selected for funding by September 30, 2008.

Each State agency selected for funding should include someone with experience in designing, developing, implementing and evaluating social or public health research projects. The person could be a social scientist or someone with a public health nutrition or public health research background from a university, institute, consulting firm or government agency. This person should work with the WIC State agency and any participating local agencies to develop the concept paper into a full grant proposal. FNS prefers, to the extent possible, that this person will also be responsible for the evaluation of the Special Project if it is selected for FY 2008 funding. This will help ensure continuity between the development of the grant proposal and subsequent evaluation of the project. State agencies are responsible for entering into and administering any necessary subcontracts and for ensuring that grant proposals are completed in time to submit for FY 2009 Special Project Grant funds (expected to be around April 3, 2009).

- A State agency that receives a concept paper development grant must submit a
  fully developed grant proposal for consideration of FY 2009 Special Project
  Grants funds by the deadline for such proposals (around April 3, 2009), and grant
  funds for FY 2008 Concept Paper Development Grants must be expended by
  September 30, 2009.
- State agencies that do not submit concept papers or whose concept papers are not selected for funding will still be allowed to submit proposals for FY 2009 Special Project Grants funds.
- FNS will use a competitive award process to select grant proposals for funding with FY 2009 Special Project Grants money. However, grant funding in FY 2009 is not guaranteed.

#### WHO MAY APPLY

As specified in legislation, these grants are available only to the 90 WIC State agencies responsible for administering WIC in States, Territories, and Indian Tribal Organizations (ITOs). Concept Paper Development Grants may be awarded to individual State agencies or to a consortium of State agencies. FNS encourages smaller State agencies or ITOs to

consider collaborating with other State agencies on concept papers. Each State agency may submit only one concept paper. If a State agency submits a concept paper as part of a consortium of agencies, it may not also submit one individually. State agencies that apply for FY 2008 WIC Special Project Grants (Application A) **are also allowed** to submit applications for FY 2008 Concept Paper Development funding. State agencies are allowed to receive funding for both Concept Papers and WIC Special Project Grants.

#### LETTER OF INTENT

Any State planning to submit an application for a WIC Concept Paper Development Grant should **complete and submit the "Intent to Submit an Application" form** (Attachment 2) by March 5, 2008. This Intent does not obligate the State in any way, but will provide useful information to FNS in preparing for application review. State agencies that do not submit a letter of intent by the designated date **are still allowed** to submit a grant application by the due date specified in this RFA.

#### **CONCEPT PAPER APPLICATION FORMAT**

State agencies should submit a narrative concept paper that provides the following information:

- Name, address, and phone number of the appropriate State agency contact person;
- A description of the problem that the proposed project addresses and how the expected results of the project can be used to improve program services at either the regional or national level;
- Potential contribution of the project to the theme of "Revitalizing Quality Nutrition Services in WIC (RQNS) through either a: (a) Focus on the Impacts of Upcoming Changes in WIC Food Packages; or (b) Process Evaluation for a Breastfeeding Training Model;
- Project goals and objectives;
- Essential features of the project design including a description of how the project will be accomplished and the goals achieved, and
- A description of how the \$20,000 grant will be used to develop the concept paper into a full grant proposal and what oversight will be provided to ensure timely completion of the grant proposal for submission for FY 2009 grant funds.

Concept papers should meet the following formatting guidelines:

- **five page maximum length**, exclusive of any letters of commitment or support and any resumes or curriculum vitas,
- 8 ½" by 11" paper,
- single-spaced text,
- at least 1" margins on top, bottom, and sides,
- 12 point font size,
- numbered pages,
- printing on one side of page only,
- no color paper, and
- no CD-ROMs.

#### **Electronic Application Procedure**

Applicants may apply for this opportunity directly through website www.grants.gov. If you opt to submit the application via this website, there are a number of steps in the registration process that will be required before the application may be submitted electronically. Please be aware that in order to use the grants.gov system, the user will need to register online and obtain both a Data Universal Number (DUNS) and a Contract Registry Number. Thus, it is very important that users of the grants.gov system familiarize themselves with the requirements for system use. When using the grants.gov portal to apply, we strongly recommend that you submit the online application at least two weeks prior to the application due date in case there are problems with the government-wide website and you decide to instead submit your application via a mail delivery service. Any applicant who opts to submit their application/proposal via www.grants.gov must send an e-mail to veronica.ferrell@fns.usda.gov, advising that their proposal has been submitted through the grants.gov portal and that the applicant has received a confirmation notice from www.grants.gov that their application was accepted by the system. This e-mail submission to the FNS Grants Officer must be received no later than 5:00 PM. Eastern Daylight Saving Time on Thursday, April 3, 2008.

Regardless of the delivery method you choose, please do so sufficiently in advance of the due date to ensure your application package is received on or before the deadline. It is your responsibility to meet the **Thursday**, **April 3**, **2008**, **5:00 PM**, **Eastern Daylight Saving Time** deadline. As noted above, late applications will not be considered in the competition. Also, emailed and faxed applications will not be accepted. Furthermore, we will not consider additions or revisions to applications once they are received by FNS.

Additionally, there is a requirement for applicants of Federal Government awards to have a Data Universal Numbering System (DUNS) number. If your agency has not yet obtained a number, you will need to contact Dun & Bradstreet at 1-800-234-3867 to register for a number. There is no charge to obtain a DUNS number. The DUNS number will serve as a means of tracking and identifying applications for Federal assistance and is required to be included on all applications for Federal assistance, regardless of the method they are submitted. The DUNS number is also required to complete the additional steps to become a registered Grants.gov user. To apply online through <a href="http://www.grants.gov/">http://www.grants.gov/</a> there are a number of other steps in the registration process that

will be required of you before you may submit applications electronically including registering in the Federal Government's Central Contractor Registry (CCR). We urge you to visit the grants.gov web page (<a href="http://www.grants.gov">http://www.grants.gov</a>/) and click on the "Getting Started" tab well in advance of the submission deadline to get a thorough understanding of the steps you will need to follow to use this means of applying for Federal grant opportunities.

If there are any questions regarding this Request for Applications for Concept Paper Development Grants, please contact Veronica G. Ferrell of the Grants Management Division at 703-305-2760.

#### TERMS AND CONDITIONS OF AWARD

The Agency is conducting the Women, Infant, and Children (WIC) Special Project Grant as authorized under Public Law 108-447.

The period of performance of the cooperative agreement shall be from the date of the award through September 30, 2009. All expenditures paid with funds provided by the agreement must be incurred for authorized activities which take place during this period, unless stipulated otherwise.

In carrying out the purposes of the cooperative agreement, the grantee shall be responsible for:

- 1. Managing the cooperative agreement consistent with legislation, administrative rules, regulations, and procedures of the State, including coordination and approval of all accounting procedures and with applicable Federal administrative requirements contained in OMB Circulars A-21, A-87, A-122, and A-133 and the regulations implementing them. Also, adherence is required to the 7 CFR Parts 175, 3015, 3016, 3017, 3018, 3019, 3021, 3052 and 41 CFR 1-15.2 (FAR Part 31). A full listing of the applicable documents can be found in Attachment 3, Terms and Conditions of Award.
- 2. Suspension/Debarment. The grantee agrees to ensure that all sub-grantees are neither excluded nor disqualified under the suspension and debarment rules found at 7 CFR sec. 3017.300 by doing any **one** of the following:
  - a) Checking the Excluded Parties List System (EPLS) found at <a href="https://www.epls.gov">www.epls.gov</a>
  - b) Collecting a certification that the entity is neither excluded nor disqualified. Since a Federal certification form is no longer available, the grantee or sub-grantee electing this method must devise it own.
  - c) Including a clause to this effect in the sub-grant agreement and in any procurement contract expected to equal or exceed \$25,000, awarded by the grantee or a sub-grantee under its grant or sub-grant.

- 3. Drug-Free Workplace (DFW) Rules. The grantee agrees to (A) make a good faith effort, on a continuing basis, to maintain a DFW (including taking specific actions described at 7CFR Sec. 3021.200 through 3021.230); and (B) identify all workplace locations where work under Federal award will be performed (7CFR sec. 3021.200). Since Federal entities will no longer collect a paper certification, this may include the following:
  - a) Notifying all sub-grantees and contractors of the Drug Free Workplace rules,
  - b) Making conforming changes to your internal procedures, directives, training materials, etc.
  - c) Incorporating the new rules into your sub-grantee monitoring practices.
- 4. The grantee shall submit an original and two copies of the Quarterly progress report to the FNS Program Officer (see address below). The first report should reflect progress up to the end of the first quarter after the effective date of the Grant Agreement. All Quarterly progress reports should include:
  - For each major task of the grant, a description of activities performed or completed during the quarter,
  - Identification and description of any major problems or delays encountered, with a discussion of how they will be resolved,
  - A description of work planned for the upcoming quarter, and
  - Any other pertinent information.

Any problems, delays or adverse conditions that impair the ability to meet the objectives should be reported to FNS immediately. The notification should include information on any action taken or contemplated.

5. Final Progress Report. The grantee shall submit one original signed and two copies of the final progress report to the FNS Program Officer (see address below) by **December 31, 2009.** 

The original and two copies of the Final Progress Report shall be submitted to:

John A. Kirlin, Ph.D., Program Officer USDA Food and Nutrition Service Office of Research, Nutrition, and Analysis 3101 Park Center Drive, 10<sup>th</sup> Floor Alexandria, VA 22302

6. Quarterly Financial Reports. Each quarterly report should reflect expenditures set forth in Section C. of Article III. This report must be certified by the Recipient's chief fiscal officer or an officer of comparable rank.

It is FNS' intention that grantees will electronically enter their quarterly and final financial status reports (SF-269) into the Food Programs Reporting System (FPRS). OMB is drafting a new replacement form for financial reporting, however, and other delays may result in paper reports being continued. Final reporting requirements and instructions will be provided to all awarded grantees.

- 7. Final Financial Reports. As stated above, grantees are expected to electronically enter the final financial status report (SF-269) into the Food Programs Reporting System (FPRS), unless otherwise notified. The grantee shall enter its SF-269 data within 90 days of the expiration date of the grant agreement. This report must be certified by the grantee's chief fiscal officer or an officer of comparable rank.
- 8. Application for a WIC Special Project Full Grant in FY 2009. The application for a full grant in FY 2009 shall adhere to the solicitation materials and instructions contained in next year's Request for Applications.

#### FOCUS AREA FOR CONCEPT PAPERS

Attachment 1 outlines the two possible Focus Areas for the FY 2008 Concept Papers. All Concept Papers **must** fall within one of these Focus Areas. Concept Papers which do not fit into either Focus Area will not be evaluated further.

#### **EVALUATION OF CONCEPT PAPERS**

FNS will convene a panel to review each Concept Paper. The papers will be evaluated against the following criteria using the worksheets presented as Attachment 4:

- 1. The significance of the problem to be addressed is demonstrated and specific gaps or weaknesses in regional or national services have been identified and will be addressed through the proposed project (20 points).
- 2. Potential contribution of the project to the selected focus area, as defined in Attachment 2 (50 points).
- 3. Uniqueness and innovation of project goals, objectives, and design (30 points).

#### **APPLICATION PROCEDURES**

The complete application package must be received by FNS no later than **5:00 PM Eastern Daylight Saving Time, Thursday, April 3, 2008**. In addition to an original and two copies of the concept paper, the following forms should be enclosed:

STANDARD FORMS (Original and 2 copies)
Standard Form 424, Application for Federal Assistance
Standard Form 424A, Budget Summary
Standard Form 424B, Assurances - Non-Construction Programs
CERTIFICATION (Original and 2 copies)
Certification Regarding Lobbying - Contracts, Grants, Loans, and Cooperative Agreements
One of each application document <b>must</b> be ready for copying, that is single-side unstapled, unbound, on 8 ½" X 11" paper, and single spaced. State agencies must mail deliver applications to:
Veronica G. Ferrell, Grants Officer USDA Food and Nutrition Service

Veronica G. Ferrell, Grants Officer USDA Food and Nutrition Service Grants Management Division 3101 Park Center Drive, Room 738 Alexandria, VA 22302

# ALL APPLICATIONS MUST BE RECEIVED BY FNS NO LATER THAN 5:00 PM EASTERN DAYLIGHT SAVING TIME ON

**THURSDAY, APRIL 3, 2008** 

FAXED AND E-MAILED APPLICATIONS WILL NOT BE ACCEPTED

#### FISCAL YEAR 2008 WIC SPECIAL PROJECT GRANTS

#### FOCUS AREAS FOR CONCEPT PAPER DEVELOPMENT GRANTS

#### REVITILIZING QUALITY NUTRITION SERVICES (RQNS)

The WIC Program's Revitalizing Quality Nutrition Services (RQNS) initiative is a comprehensive and ongoing process of continuous program improvement at the Federal, State, and local levels that is refocusing attention on nutrition services as a core benefit of the WIC Program.

Nutrition Services in WIC include the WIC nutrition assessment (for certification purposes and for application towards the tailoring of subsequent nutrition services and benefits), nutrition education, food package prescription, breastfeeding promotion and support, and referrals to health and social services. In the report WIC Faces Challenges in Providing Nutrition Services, the General Accounting Office (GAO) identified six challenges facing the WIC Program, including two challenges that specifically impact the delivery of high quality nutrition services to participants. Those two challenges are assessing the effect of nutrition services and improving WIC's ability to respond to emerging health issues.

The first of two RQNS focus areas for the 2008 WIC Special Projects Grants is:

# Revitalizing Quality Nutrition Services in WIC (RQNS) through a Focus on the Impacts of Upcoming Changes in WIC Food Packages

The intent of this concept paper is to assess the impact of changes in the WIC Food Packages on client purchasing and consumption behaviors.

On December 6, 2007, the Food and Nutrition Service (FNS) published an Interim Rule to revise regulations governing the WIC food packages to: (1) align the WIC food packages with the 2005 Dietary Guidelines for Americans and current infant feeding practice guidelines of the American Academy of Pediatrics; (2) better promote and support the establishment of successful long-term breastfeeding; (3) provide WIC participants with a wider variety of food; (4) provide WIC State agencies with greater flexibility in prescribing food packages to accommodate participants with cultural food preferences; and (5) serve participants with certain qualifying conditions under one food package to facilitate efficient management of medically fragile participants. The revisions largely reflect recommendations made by the Institute of Medicine of the National Academies in its Report "WIC Food Packages: Time for a Change," with certain cost containment and administrative modifications found necessary by the Department to ensure cost neutrality. The Interim Rule may be accessed at:

http://www.fns.usda.gov/wic/regspublished/foodpackages-interimrule.htm

One of the overarching objectives of the Interim Rule is to change the behavior of WIC participants in terms of what they purchase with their food prescriptions and what they consume. Projects that will be considered for award are those that seek to develop a concept paper for next year's solicitation of full grant applications, pending availability of funds, and address one or more of the following issues:

- identify barriers within different WIC populations to changing participants' decisions about the purchase and consumption of those WIC-prescribed foods whose presence or quantities are being changed with implementation of the Interim Rule (for example, do Hispanics and African-Americans experience different cultural, local, or family-based barriers to introducing whole grains, fruits and vegetables, or infant meats to their diets?);
- develop, implement, and evaluate new approaches for encouraging participants to improve their diets with respect to the changes included in the Interim Rule;
   and/or
- identify the Interim Rule's impacts on nutrition-related training needs for WIC staff and develop, implement, and evaluate one or more approaches for meeting these on-going training needs.

#### The second of two RQNS focus areas for the 2008 WIC Special Projects Grants is:

# Revitalizing Quality Nutrition Services in WIC (RQNS) through a Process Evaluation for a Breastfeeding Training Model

The intent of this concept paper is to outline a process evaluation plan for the breastfeeding training model (still in development). The training end-user is the non – peer counselor staff at the WIC local agency level.

Under the RQNS umbrella, the *Loving Support Makes Breastfeeding Work* Campaign promotes and provides support for breastfeeding as the optimal source of infant nutrition. The Child Nutrition and WIC Reauthorization Act (Public Law 101-147) emphasized the importance of breastfeeding promotion and support in the WIC Program. In 2003, Congress provided the WIC Program with funding to develop a peer counseling program. This research-based model program includes a peer counseling management training curriculum, "Using *Loving Support* to Manage Peer Counseling Programs." The model also includes a "train the trainer" curriculum: "Using: *Loving Support* to Implement Best Practices in Peer Counseling."

Currently there is no one standardized WIC training criteria that assures that breastfeeding coordinators or non-peer counselors have attained a level of proficiency in the skills required to promote and support breastfeeding in the WIC local-agency, public health setting. Therefore, in September 2007, a Cooperative Agreement was awarded to University Research Co., LLC Center for Human Services to develop a breastfeeding training curriculum guide. The curriculum will outline competencies and skill sets

appropriate for WIC local agency breastfeeding coordinators, WIC breastfeeding expert, competent professional authority (CPA) or other WIC health professionals who provide community-based breastfeeding leadership and education through the WIC Program. This curriculum will be consistent with "Loving Support Makes Breastfeeding Work" goals and "Using Loving Support to Manage Peer Counseling Programs". FNS anticipates publication of the training curriculum in December 2008.

## Proposals that do not fit into either of these focus areas will not be evaluated further.

The most appropriate grant proposals will be those that: (1) include a clear description of the planned project or intervention and how it would address the focus area, if funded next year; (2) include the major goals and objectives of the project; (3) explain how the project would be implemented and discuss its sustainability and transferability; and (4) indicate plans for a rigorous evaluation component.

It is recommended that preparers of applications for Concept Papers Development Grants review the evaluation criteria listed in the RFA for further guidance on what should be included in the application.

#### INTENT TO SUBMIT AN APPLICATION

## PLEASE SUBMIT YOUR INTENT TO SUBMIT FORM TO FNS BY 5:00 PM EASTERN DAYLIGHT SAVING TIME ON WEDNESDAY, MARCH 5, 2008.

If you intend to submit an application for a FY 2008 WIC Special Project Concept Paper Development Grant, we request that you complete and return this form, via fax or e-mail, to:

John A. Kirlin, Ph.D., Project Manager USDA Food and Nutrition Service Office of Research, Nutrition, and Analysis 3101 Park Center Drive Alexandria, VA 22302

Alexandria, VA 22302 Phone: (703) 305-2128

Fax: (703) 305-2576; e-mail: john.kirlin@fns.usda.gov

itle of Project:
bstract (50-75 words):
pplicant (State agency name and address):
ontact Person:
itle:
elephone:
ax:
mail:

#### TERMS AND CONDITIONS OF AWARD

This grant will be awarded and administered in accordance with 7 CFR Parts 175, 3015, 3016, 3017, 3018, 3019, 3021, and 3052, and the applicable regulations and OMB grant circulars, as described below. Copies of these documents are available from the Grants Officer upon request.

7 CFR Part 175: "Trafficking Victims Protection Act"

7 CFR Part 3015: "Uniform Federal Assistance Regulations".

7 CFR Part 3016: "Uniform Administrative Requirements for Grants and Cooperative

Agreements to State and Local Governments".

7 CFR Part 3017: Subparts A-E "Government-wide Debarment and Suspension (Non-

procurement)".

7 CFR Part 3018: "New Restrictions on Lobbying".

7 CFR Part 3019: "Uniform Administrative Requirements for Grants and Agreements

with Institutions of Higher Education, Hospitals and Other Non-

Profit Organizations".

7 CFR Part 3021: "Government-wide Requirements for a Drug-free Workplace

(Financial Assistance)".

7 CFR Part 3052: "Audits of States, Local Governments and Non-Profit

Organizations."

OMB Circular A-21: Cost Principles for Educational Institutions.

OMB Circular A-87: Cost Principles for State and Local Governments.

OMB Circular A-122: Cost Principles for Nonprofit Organizations.

41 CFR 1-15.2 (FAR Part 31): Cost Principles for For-Profit Organizations.

OMB Circular A-133: Audits of State, Local Governments and Nonprofit Organizations.

## WIC SPECIAL PROJECT GRANTS - FY 2008 WIC CONCEPT PAPERS TECHNICAL EVALUATION SHEET

STA	ΓE AGENCY:		
Revie	ewer's Name:		
Revie	ewer's Signature:		
Date:			
TEC	HNICAL EVALUATION CRITERIA	MAX	SCORE
1.	The significance of the problem to be addressed is demonstrated and specific gaps or weaknesses in regional or national services have been identified and will be addressed through the proposed project.	20	
2.	Potential contribution of the project to the theme of "Revitalizing Quality Nutrition Services in WIC (RQNS) through either a Focus on the Impacts of Upcoming Changes in WIC Food Packages or a Process Evaluation for a Breastfeeding Training Model.	50	
3.	Uniqueness and innovation of project goals, objectives, and design.	30	
	Gran	nd Total	

<u>TE</u>	CCHNICAL EVALUATION CRITERIA	MAX	SCORE
1.	Significance of the Problem	20 point	s
	The significance of the problem to be addressed is de or weaknesses in regional or national services have addressed through the proposed project.	-	
	Strengths		
	Weaknesses		
2.	Potential Contribution of the Project	50 point	s
	Potential contribution of the proposed project to Quality Nutrition Services (RQNS) through a:	the theme of "I	Revitalizing
	Focus on the Impacts of Upcoming Changes in WIC	Food Packages,	
	OR		
	Process Evaluation for a Breastfeeding Training Mod	lel.	
	<b>Strengths</b>		
	Weaknesses		
3.	Uniqueness and Innovation of the Project	30 points	
	Uniqueness and innovation of project goals, objectives	, and design.	
	<b>Strengths</b>		
	Weaknesses		